

## Checklist - For Professionalizing an Indiana Teaching License Issued under Basis of Bulletin 192, Bulletin 400 or Rules 46-47 (Instructional License Only)

IN ORDER TO BE ELIGIBLE FOR THE PROFESSIONAL 10-YEAR LICENSE, YOU MUST HOLD A MASTER'S DEGREE, HAVE A MINIMUM OF 5 YEARS TEACHING EXPERIENCE IN AN ACCREDITED SCHOOL, AND HAVE COMPLETED THE SPECIFIED ADDITIONAL COURSEWORK IN YOUR LICENSE AREA OR AREAS.

**Educators that completed professionalization coursework at an Indiana institution are encouraged to apply using the [Teacher On-line Licensing System](#), check with your institutions licensing advisor for more information.**

- Complete the entire Application for Indiana Educator License, [State Form 9331](#).
- Attach a \$35.00 cashier's check or money order, made payable to the State of Indiana, to the application. **Applications with cash or personal checks will be returned. ALL FEES ARE NON-REFUNDABLE.**
- Answer Section E questions 1-3. Sign your name verifying that the information on the application is accurate.
- Attach a copy, front and back, of your Indiana License being renewed or a copy of your license information from the [Indiana Educator License Lookup](#)
- Attach verification of your teaching, administration, and/or school services experience. This verification must be by an administrator on school letterhead and include the dates of service, position held, grades/subject taught or administered, whether the experience was full or part-time, and the accreditation status of the school at the time of employment. A minimum of five years of appropriate experience is necessary for professionalization.
- Submit all materials and official out of state transcripts of your Master's degree and other graduate courses earned out-of state to the Division of Professional Standards. Our staff will determine your eligibility for the professional license.

Mail the completed forms and materials to:

Office of Educator Licensing and Development  
151 W. Ohio Street  
Indianapolis, IN 46204-2798

### **In-State Graduates**

- Submit all materials to the Indiana licensing advisor at the institution where you completed the professionalization coursework.